

- United States Environmental Protection Agency, Atlanta GA, 30365 <b>POSITION DESCRIPTION COVERSHEET</b>		1. Duty Location Atlanta GA		2. Position Number (b) (6)	
3. Classification Action					
Reference of Series and Date of Standards Used to Classify This Position					
Official Allocation	b. Title ENVIRONMENTAL ENGINEER	c. Service GS	d. Series 819	e. Grade 13	f. CLC 100
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	819	13	
5. Organizational Title of Position (If any)		6. Name of Employee (b) (6)			
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. REGION 4		f.			
c. WASTE MANAGEMENT DIVISION		g. KY/TN FEDERAL OVERSIGHT			
d. FEDERAL FACILITIES BRANCH		h. EPAYS Organization Code 90456300 / THCC0000			
8. Managerial Designation					
<input type="checkbox"/> First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.		<input type="checkbox"/> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.			
<input type="checkbox"/> A manager who directs the work of an organization; is accountable for the success of line or staff programs, monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.		<input type="checkbox"/> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.			
<input checked="" type="checkbox"/> None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation.					
(b) (6)					
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt			
Signature of Classification Official Jena W McPhail		Date 8/22/03		d. Bargaining Unit Code 7777 e. Functional Code 94	
11. Remarks: STATEMENT OF DIFFERENCES:					

ENVIRONMENTAL ENGINEER, GS-819-13  
(SENIOR REMEDIAL PROJECT MANAGER)

I. INTRODUCTION

This position is in the South Site Management Branch. The incumbent serves as a Senior Project Manager responsible for:

- \* Conducting Remedial Investigations and Feasibility Studies (RI/FS) at assigned sites;
- \* Formulating cleanup recommendations for assigned sites;
- \* Conducting Remedial Designs and Remedial Actions (RD/RA) at assigned sites;
- \* Conducting negotiations with Potentially Responsible Parties (PRPs) prior to RI/FS and RD/RA at assigned sites; and,
- \* Contract management for all work assignments associated with assigned sites.

II. DUTIES

1. Responsible and accountable for assessing CERCLA hazardous waste sites encompassing the full scope of complexity for the purpose of identifying and measuring public health and welfare and environmental threats\*; identifying remedial alternatives\*; and recommending and implementing remedies\*. This involves:
  - \* Collecting and analyzing data resulting from field sampling and historical site data\*;
  - \* Conducting site investigations\*;
  - \* Determining nature and extent of contamination and pathways of exposure\*;
  - \* Ensuring that treatability studies are incorporated into the RI/FS or RD/RA processes when appropriate;
  - \* Identifying and evaluating whether technologies are available; if not, how to proceed; and, if so, which technologies are most likely to be applicable or adaptable to site-specific conditions\*;
  - \* Analyzing data collected at various phases of the project and adjusting project plans as necessary in response to the findings;
  - \* Ensuring that the RD/RA is consistent with previously established guidelines\* and providing justification for any deviations from such guidelines to support exceptions;
  - \* Identifying Applicable or Relevant and Appropriate Requirements (ARARs) (in coordination with Regional Counsel, States and other appropriate parties) and ensuring that all activities conducted on-site comply with all ARARs to the maximum extent practicable consistent with applicable guidance;
  - \* Establishing Data Quality Objectives (DQOs);
  - \* Directing and/or overseeing construction actions to ensure consistency with approved designs;

- \* Identifying and evaluating whether certain activities, (e.g., removals, operable units, etc.) should be undertaken sooner than others;
  - \* Overseeing or coordinating with an On-Scene Coordinator (OSC) on the implementation of non-time critical removals\*;
  - \* Ensuring technical soundness of remedial efforts accomplished by contractors\*, States, and PRPs\*;
  - \* Conducting the final site construction inspection\*; and;
  - \* Coordinating the transition to State or responsible party operation and maintenance (O&M)\*.
2. If assigned to a team, contributes individual talents and energies toward achieving the team goals. Contributes to team consensus and is guided by that consensus. Fulfills the work responsibilities assigned by the team. Assists other team members in the fulfillment of their responsibilities, and maintains constructive team relationships.
  3. Coordinates, compels, and oversees the contributions of other Federal, State, and local officials and PRPs where appropriate\*. This includes: organizing support teams consisting of other agency and program officials, representatives from State and local governments, and others as necessary to provide advice, counsel or other assistance by use of existing agreements or creation of new agreements; planning and conducting site-related meetings; coordinating with removal program officials in cases where removals are warranted\*; and overseeing State and PRP O&M efforts.
  4. Provides advice to State and local agencies for various purposes; e.g., acquiring properties and easements necessary for remedial action, advising State Project Officers in preparing Statements of Work for State-lead sites, advising the States in the development of Superfund State Contracts (SSCs) for Fund-lead sites, coordinating and drafting SSCs with States, monitoring State actions and expenditures for assigned sites, and providing preliminary guidance and advice to parties in identifying project objectives and constraints during the preparation and negotiation of the State cooperative agreement application.
  5. Participates in, leads, or monitors enforcement activities related to assigned sites. Oversees or conducts PRP searches\*; reviews and evaluates PRP qualifications to perform the response activity; represents the Agency in conducting PRP technical negotiations for response actions within statutory timeframes; monitors compliance of PRPs with consent decrees and administrative orders; develops data bases to track and maintain PRP-specific data for document exchange, correspondence tracking, volumetric ranking and non-binding allocations of responsibility (NBARs); initiates and coordinates necessary enforcement actions to rectify PRP non-compliance with administrative orders and consent decrees\*; provides technical information for cost recovery actions\*; develops and/or assists Regional Counsel in implementing case management plans; provides site-specific and general information for enforcement purposes; provides testimony, depositions, and other assistance for site litigation.
  6. Defines and prepares the scope of work for work assignments issued against the contract. Ensures that the proposed scope of work for the work assignment is within the general scope of work for the overall contract. Obtains the proper funding commitments to fund



the work assignment (if necessary). Develops the government's work estimate identifying the level of effort required to complete the work assignment as necessary. Determines the appropriate appropriation/ accounting data applicable to the work assignment to aid the Finance Office in properly disbursing funds. Ensures that the Agency's policy on the use of multiple appropriations is complied with. Calculates the number of work years needed, the proper labor mix, the project schedule and/or milestones, reporting requirements, travel, any government property or equipment, and any other information which the Contracting Officer or contractor properly needs to understand the work requirement being issues.

7. Reviews and recommends approval/disapproval of the work plans issued by the contractor describing the approach necessary to implement the tasks in the work assignment. Recommends approval/disapproval of any aspect of the proposed work assignment budget except for the costs already established by the contract (fringe, overhead rates, G&A, and fee). Ensures that any consultants or subcontractors identified in the work plan have been properly authorized by the Contracting Officer to perform work on the contract.
8. Monitors and oversees the performance of the work assignment. Provides the necessary government technical direction to the contractor. Reviews all vouchers submitted by the contractor for payment against the appropriate work assignment and recommends approval or disapproval through the Project Officer. Reviews all progress reports submitted by the contractor on the work assignment in order to properly monitor and control costs as well as ensure contractor performance and use of proposed personnel. Identifies and reports any subcontractor, cost, performance, or conflict of interest problems to the Project Officer. Reviews and recommends approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submits a final report to the Project Officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.
9. Directs, monitors, and/or oversees, and/or controls funds obligated and schedules of agency and State-lead sites and schedules of PRP-lead sites. This may require: controlling fund allotment by tracking funds obligated or deobligated or funds remaining; establishing timeframes for major milestones and formulating, developing, and preparing budget estimates for assigned sites for coming fiscal years in coordination with management and States.
10. Directs, writes, oversees, reviews, approves, and/or controls the schedule of technical, management, contractual, and informational documents. This involves: preparing and/or reviewing Records of Decisions (RODs), the documents which outline the alternative remedies and identifies and justifies the selected remedy\*; coordinating the ROD approval process in accordance with Regional commitments; directing and/or developing PRP administrative orders, consent decrees, and associated technical documents; reviewing removal action memoranda when removals are required at assigned sites; developing or coordinating development with the OSC of the Engineering Evaluation/Costs Analysis for non-time critical removals at assigned sites\*; initiating and preparing interagency agreements with other Federal agencies for submission to and approval by senior officials\*; initiating drafts of, and ensuring effective adherence to Superfund memoranda of agreement; preparing and negotiating administrative and judicial settlements

in conjunction with counsel, including administrative orders, consent decrees, de minimis agreements, and mixed funding agreements; writing remedial action reports and close out reports\*.

11. Conducts community relations activities as related to site assignments\* by: ensuring that the public participation process is followed\*; conducting public meetings in potentially hostile and politically sensitive situations\*; speaking to the media sometimes on an ad hoc basis\*; preparing and distributing informational pamphlets\*; and responding to verbal and written inquiries, etc., in coordination with agency, State and local community relations officials\*, and coordinating the implementation of technical assistance grants to localities.
  12. Participates in, training courses, training seminars and job-related meeting to enhance performance and professional development.
  13. Participates in and directs Regional special projects, work groups, task forces and panels on issues of Regional importance and participates in workgroups on National or cross-Regional issues such as procedures for managing certain types of sites, chemicals, and/or geographical features; provides leadership of these groups within areas of expertise; mentors/advises other RPMs on project management and technical issues.
  14. Facilitates information exchange through technology support project forums, national organizations, national conferences, etc.; participates in job-relevant training as a developer or instructor; writes, presents or publishes technical/programmatic papers.
  15. Performs other duties as assigned including the following:
    - a. Coordinating the deletion process and establishing deletion dockets.\*
    - b. Creating and maintaining documents and certifying site files and Administrative Records.\*
    - c. Responding to requests for information submitted through the Freedom of Information Act as well as those from PRPs, and other correspondence (e.g., Congressional inquiries).
- \* Required by the National Contingency Plan

### III. KNOWLEDGE REQUIRED BY THE POSITION

Mastery of environmental engineering concepts, principles, and practices applicable to planning, coordinating, managing, evaluating and overseeing the most complex CERCLA remedial response actions and related activities.

Mastery of management principles, practices and methods in order to plan and oversee the most complex CERCLA remedial response actions and related activities.

Mastery of hazardous materials management and the Superfund process.

Mastery of applicable, relevant, and appropriate laws, regulations, and other guidelines governing remedial response actions and related activities peculiar to CERCLA hazardous waste sites.

Mastery of Federal contracting principles, practices, and procedures unique to Superfund contracting vehicles in order to serve as a work assignment manager.

#### IV. SUPERVISORY CONTROLS

Administrative and technical supervision is by the Section Chief. Supervisor makes assignments or as a Coach ratifies team assignments in the form of responsibility for specific sites and sets the overall objectives. Employee/team and supervisor, in consultation, develop the deadlines, projects, and work to be performed.

Employee is responsible for planning and carrying out assignments, resolving most conflicts, coordinating the work and interpreting policy on own initiative in terms of established objectives. Employee keeps supervisor/team informed of progress, potentially controversial matters, or matters with far-reaching implications. Completed work is reviewed only in terms of compatibility with other work, or effectiveness in meeting requirements or expected results.

#### V. GUIDELINES

Guidelines include the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Clean Water Act (CWA), the National Oil and Hazardous Substances Contingency Plan (NCP), state hazardous waste management statutes and regulations, Agency policies, regulations and procedures, technical literature, and established methods of treatment, storage and disposal of hazardous waste materials. However, the guidelines are not always directly applicable to all situations. The employee may encounter situations without guidelines and must exercise experienced judgement and initiative in interpreting and adapting them and in deviating from traditional methods and developing new methods to attain program objectives. Real-time decisions to deviate from common practice are required.

#### VI. COMPLEXITY

Assignments involve varied duties concerning the management of a combination of less complex, average, above average, and most complex sites. Typically, assigned sites encompass the most complex issues which face the Region due to either the sensitivity of the environmental impact or the high degree of public attention focused on the site. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or evaluation processes owing to unknown phenomena, conflicting requirements, and technological developments. The work is in a highly complex technical area with unpredictable requirements and extensive socioeconomic and political ramifications. The work requires originating new techniques, establishing criteria, or developing new information through leading Regional task force.

#### VII. SCOPE AND EFFECT

The primary purpose of the work is to organize and manage remedial response actions at assigned sites, to provide site specific advice and guidance and mentor more junior RPMs in order to eliminate threats to public health and welfare and the environment and to ensure that the appropriate level of response is implemented. Failure to perform these functions could result in the continuation of hazards to public health and the environment. Errors in judgement or performance of specific duties could cause physical endangerment of the employee and co-workers.

#### VIII. PERSONAL CONTACTS

Personal contacts include other RPMs, other Region IV co-workers, Headquarters staff, PRPs, legal staff, local and state officials, consulting engineers, contractors, private citizens, corporate representatives, and the media. These contacts range from mid-level professional managers to high-ranking Federal and state officials, Congressmen and Senators. Incumbent's recommendations are given considerable weight by program managers in setting program goals and procedures. Contacts are non-routine and the purpose and extent of each contact is different.

#### IX. PURPOSE OF CONTACTS

The purpose of contacts is to plan, manage, direct and/or oversee CERCLA remedial response actions and related activities; coordinate the efforts of other agencies and State agencies; provide, receive, and exchange information and to provide technical and managerial advice to others. The employee represents the Agency for Regional topics.

Employee must be skillful in dealing with people having hostile or uncooperative attitudes, in order to gain compliance. This requires skills in persuasion and negotiations.

Employee leads or serves on Regional special projects and task forces to develop new approaches and/or procedures.

#### X. PHYSICAL DEMANDS

The work is primarily sedentary. However, the ability to travel by air and surface vehicle is required, as well as periodic physical examination to ensure the absence of conditions that would preclude work in areas where there is potential for exposure to toxic or hazardous materials. The work includes physical and mental stress relating from such factors as attendance at public meetings, court hearings and media conferences. Recurrent field investigations of potential hazardous material disposal sites are performed. Incumbent must be capable of wearing respiratory protective equipment including containment suit. Full body mobility and extensive walking are involved. Inability to meet these qualifications could result in endangerment of the employee and co-workers.

#### XI. WORK ENVIRONMENT

Work is predominantly conducted in an office setting; however, there is some participation in out-of-town meetings and conferences. Field investigation activities may occupy up to 20% of the incumbent's time, with potential for exposure to unknown hazardous materials. When on site, the environment requires constant evaluation and application of OSHA health and safety regulations. Repeated exposure may place the employee at risk. This position requires training and qualification up to Field Safety Category I. Travel requirements vary, but may average ten (10) nights per month.